



Crawford County Youth Philanthropy Grant

The Community Foundation for Crawford County and the Crawford County Teen Institute Youth Board have partnered for a Youth Philanthropy Project. Funds for this grant have been made available by The Community Foundation for Crawford County. Grant applications are reviewed and selected by the Crawford County Teen Institute Youth Board. The Crawford County Teen Institute Youth Board is a prevention group comprised of high school students from around the county who have taken an active leadership role in their school and community and have embraced a positive, healthy lifestyle free of alcohol, tobacco, and other drugs.

Project Focus: All proposals submitted must have a focus on middle school age youth (ages 11-14).

Eligibility: Any 501(c)(3) not-for-profit agency, school, or municipality in Crawford County with intentions of providing a program/service for youth may apply for funds.

Availability of Funds: \$1,000 can be awarded to a group. The deadline for submitting applications is **May 2, 2014**. Applications received after this date will not be considered. The approved grant recipient will be notified in late May, 2014. If funded, the project budget would cover the time period of **June 1st, 2014 to December 31st, 2014**. All funds must be spent during this timeframe.

Reporting Requirements: The recipient will be required to submit a final report of activities, report of expenditures, as well as copies of any publicity the project received to the Crawford County Teen Institute Youth Board by **January 31, 2015**. It is also requested that the group provides a presentation regarding the event performed through this grant at the Youth Board meeting in **March 2015**.

Requirements:

1. Complete the enclosed cover sheet and attach your program narrative answers, budget sheets, and worksheet.
2. Enclose 501(c)(3) IRS form or other proof of not-for-profit status.
3. Submit completed application by any of the following methods:
 - Mail to - Cindy Clouner 907 N. Sandusky Ave. Bucyrus, Ohio 44820
 - Fax to - 419-562-5260
 - Email to - crawfordcountyti@yahoo.com

For more information or assistance with the grant application, contact Cindy Clouner at crawfordcountyti@yahoo.com.

Youth Philanthropy Grant Application

Please complete all of the information below. Submit original by May 2, 2014

APPLICANT ORGANIZATION

Name/Title of Group _____

Date Established _____

Supporting Organization (*examples: school, community organization, church*)

Advisor/Contact Name: _____

Address: _____

City: _____ Ohio Zip: _____ County: _____

Telephone: _____ Fax: _____

E-Mail: _____

PROPOSED PROJECT/PROGRAM

Project Title: _____

Project Time Frame: Start Date _____ End Date _____

Leader Name (Leader of the group or delegate representative):

Address: _____ City: _____ Zip: _____

Phone: _____

Email: _____

PROJECT NARRATIVE INSTRUCTIONS

Complete the Project Narrative using the following guidelines. The Project Narrative is a summary of the project that you intend to complete with the grant funds. It should provide clear and concise information about what you plan to accomplish during the time frame of the grant. When writing your narrative, keep in mind that the person reading it may have never heard of your group. Describe in detail how you plan to complete your proposed project and why it is important. Remember, the Project Narrative is closely tied to the Project Budget. Make sure to describe how your proposed expenditures help you achieve your proposed project outcomes.

On a separate sheet of paper answer the following questions:

A. Project Title & Goals

Describe your proposed project including the title and the goals of the project.

B. Project Summary

Describe in detail the process necessary in order to complete your proposed project. Write your description like you are trying to tell a story about a project to someone who is unfamiliar with it, including:

1. What are the major activities?
2. How do you plan to accomplish these activities?
3. Why is the project needed in your community?
4. Where will the project take place? (*School, community, etc.*)
5. How will youth be engaged in project implementation?
6. How many youth will be impacted by the project?
7. When will the project take place? (**Between June 1 and December 31, 2014**)

C. Key People

Describe who will be working with your group to complete the project including:

1. Additional organizations that may be involved.
2. Businesses or other agencies that might donate money or services to your project.
3. Elected officials or key leaders in your school and community who will be involved with your project or invited to attend an event.

D. Accomplishments

Describe in detail what you hope to accomplish at the end of your project, including:

1. How will this project make a difference in your school or community?
2. How do you hope youth will be impacted by your project?
3. How do you plan to share your successes at the Youth Board meeting? (*PowerPoint, handouts, etc.*)

PROJECT BUDGET INSTRUCTIONS

The Project Budget is a detailed list of planned expenditures related to the completion of your proposed project. The Project Budget should reflect all project expenditures including those that may be paid for from another source of funding such as a donation, in-kind service, or another grant. While having other funding sources is not required, it is strongly encouraged. Requested expenditures must be directly related to the proposed project. Please include both the Project Budget and the Budget Narrative.

If funded, the Project Budget would cover the time period of **June 1, 2014 to December 31, 2014**. All funding must be spent during this time frame. Any changes to the Project Budget must be pre-approved from the Crawford County Youth Board. Should a group be unable to complete their project, they should contact the Crawford County Youth Board. If a project has remaining funds at the end of this timeframe, all remaining funds shall be returned to the Community Foundation of Crawford County.

Grant funding should not be used to pay for activities or projects that already receive funding, but rather for new projects. The intention is to provide “seed money” that otherwise is not available from other sources. Use of grant funds for food is limited to 25% of the total award. Grant funds cannot be used toward the purchase of equipment.

If you have questions concerning proposed expenditures, please contact Cindy Clouner at crawfordcountyti@yahoo.com prior to the submission of your grant.

Sample Project Budget Form

Expenditures for Behavior Incentive Program			
Expenditure	Funds Requested	Other Source	Total
Supplies – Paper for flyers, certificates, copies of final reports and disposable cameras etc.	\$200.00	\$0.00	\$200.00
Incentives – Gift Cards, Prizes	\$400.00	\$250.00	\$650.00
Bowling Trip	\$100.00	\$250.00	\$350.00
Media – Newspaper ads	\$100.00	\$0.00	\$100.00
Award Breakfast	\$200.00	\$200.00	\$400.00
	\$1000.00	\$700.00	\$1,700.00

PROJECT BUDGET FORM

Youth Grant Budget Form

Name of Group: _____

Please indicate the total amount of any additional funds from other organizations that will be used to complete this project. \$ _____

Total project income \$ _____

Expenditures (list all expected costs of this project and a brief description)			
Expenditures	Funds Requested	Other Source	Total

BUDGET NARRATIVE INSTRUCTIONS

The Budget Narrative is a brief written explanation of proposed expenditures in your project application. The Budget Narrative should identify each expense by category, such as printing, supplies, special event, etc. Please include the Project Budget in addition to the Budget Narrative. Under each category heading, describe what the funds will be used for and then identify in the appropriate column how much it will cost and whether it will be paid for from the Youth Grant or other funds.

The following is an example of what the Budget Narrative should look like. On a separate sheet of paper complete your own Budget Narrative, following this example. Remember to carefully review your Budget Narrative and Budget Form for accuracy.

***EXAMPLE**

Budget Narrative

Expenditures	Grant Request	Other Funds	Total Funds
<p>Supplies Paper for copies of flyers, award certificates and copying the final reports. Disposable cameras to take pictures during events.</p>	\$200.00	\$0.00	\$200.00
<p>Incentives Gift cards and prizes to be used for drawings and incentives for students to participate. Local restaurants and businesses will donate gift cards to raffle off.</p>	\$400.00	\$250.00	\$650.00
<p>Bowling Trip Reward for meeting goals. Bowling Alley will give a discounted rate.</p>	\$100.00	\$250.00	\$350.00
<p>Media Ad in newspaper to recognize youth</p>	\$100.00	\$0.00	\$100.00
<p>Award Breakfast Breakfast for students who completed the Program. Bob Evans will donate some of the food.</p>	\$200.00	\$200.00	\$400.00
TOTAL	\$1000.00	\$700.00	\$1,700.00